



TOWN OF FREDERICK

M E M O R A N D U M

TO: Mayor Doering
Board of Trustees

FROM: Nanette Fornof, Town Clerk

CC: Derek Todd, Town Administrator

DATE: December 5, 2007

SUBJECT: **Items for Administrative Approval**

The list of items for administrative approval is described below, along with additional information. This list is the same list provided to the Board of Trustees at their September 6th, Work Session.

1. Process and distribute checks for budgeted items (e.g. training expenses, petty cash, services rendered by outside companies, etc.) when the amount is less than \$5,000. *Operations of the accounts payable system would be more efficient and timelier according to the day-to-day needs of the organization.*
2. Approve and sign fee agreements and contracts with consultants or vendors for budgeted items up to a specified amount. Staff recommends that this be allowed for budgeted items after legal review for items no larger than \$50,000. *This would allow staff to complete the process, i.e. award the bid, and issue the notice to proceed in a timely manner.*
3. Approve construction contracts for budgeted items after legal review for items no larger than \$50,000. *Again, this would allow staff to process contracts in a timely manner.*
4. Approve Change Orders for construction contracts so long as funds are budgeted and the total of all change orders does not exceed 15% of original contract amount or \$15,000, whichever is greater. *This would allow staff to proceed with Change Orders and keep the project within the confines of the project time line.*
5. Accept public improvements constructed by developers. *Staff would review the MOAPI and make sure all public improvements are constructed per the agreement. Staff currently reviews the MOAPIs for acceptance and forwards this information for Board approval. This would alleviate one step in the process.*
6. Accept easements for public improvements. *Acceptances are routine in nature and would not be accepted without legal approval.*
7. Accept water dedications that comply with adopted ordinances and policies. *Board approved administrative approval of this issue by the approval of Resolution 07R063.*
8. Lease excess water to farmers or other entities at market rates. *This would allow staff to respond in a timely manner.*

9. Sign MOAPIs after legal review as long as proposed improvements and financial obligations meet adopted standards and policies. *Staff prepares and reviews all MOAPIs to make sure they are within the adopted standards and policies set by Board; having the Board approve the MOAPIs is an extra step in the process.*
10. Review and authorize Special Use Permits (oil and gas applications). *Board approved administrative approval by the adoption of Ordinance #930.*
11. Review and authorize Minor Replats. *Board approved administrative approval by the adoption of Ordinance #930.*
12. Review and authorize Temporary Use Permits (e.g. construction trailer at home building site, model home used as a sales office, etc.). *Board approved administrative approval by the adoption of Ordinance #930.*
13. Set fee schedules for such items as photocopy costs, maps, police reports, fingerprint services, animal licenses, VIN inspections, etc. *This item is routine in nature. No fees set by ordinance would be adjusted by staff.*
14. Approve Refuse Hauler Business Licenses. *The Frederick Municipal Code defines the requirements each refuse hauler needs to comply with. Staff would review the application, make sure the applicant meets the requirements and then approve the application.*
15. Approve Special Event Permits (for Liquor Licenses). *Special Event Permits are routine in nature. Under the Colorado State Statutes, there is a posting requirement. To meet the posting requirement and Town Board meeting time frame can be in conflict with each other. If this item was administratively approved, staff would still implement the appropriate posting requirement, approve the application, and send it off to the State for approval.*

